DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO
Memo/001-03
17 Mar 2003

MEMORANDUM FOR DISTRIBUTION

From: Flag Secretary for the DNI (N2A3)
To: N2 Administrative Assistants
Office of Naval Intelligence (ONI-ODB)

Subj: N2 DIRECTORATE TASKS BUSINESS RULES

Encl: (1) Tasking Business Rules

1. Purpose. To promulgate N2 policy, responsibilities, and standardized practices for staffing, monitoring, and completing Tasks. This guidance applies to Tasks processed via the HQ Web TV3 Program (SIPRNET and NIPRNET) and those in the Congressional Information Management System (CIMS).

2. Review. This guidance will be reviewed on annually. Recommendations for changes and the rationale behind them, will be submitted to the N2 Directorate Tasking Coordinator (N2 DTC) and N2 Flag Secretary for consideration by the first work day of February.

3. Terms. The following are definitions of terms used herein:

N2 Directorate Tasking Coordinator (N2 DTC): Refers to the individual serving in the N2A3T billet. This individual is responsible for routing and tracking Tasks within CNO N2 and those tasks sent to the Office of Naval Intelligence on behalf of the Director and Deputy Director of Naval Intelligence.

Organization: Refers to N2 Divisions, their branches, and other organizations that are tasked by the CNO N2 Directorate. This includes the Office of Naval Intelligence (ONI).

Organization Central Task Coordinator (OCTC): This term applies to a N2 Division Administrative Assistant or the Task Liaison assigned to ONI-ODB. The OCTC will serves as the primary administrative point of contact with whom the N2 DTC will liaise with on a regular basis.

Front Office Group (FOG): A group of personnel who will receive notification that a Task has been assigned to their organization. For N2 Divisions, this group normally includes the Division Head, Deputy Division Head, and division Administrative Assistants. For ONI, this group encompasses the ONI-ODB Director (Mike Borland) and Tasking Staff Liaison (Peggy Guy). Other personnel can be included as desired by the organization's leadership. Requests for changes to this group will be communicated to the N2 DTC.

PA Broughton
P. A. BROUGHTON
Flag Secretary for the DNI

Copy to:
Division Heads
Deputy Division Heads

Rule 1: Communicating to a central Point of Contact to Discuss Tasks. Each organization will designate personnel to serve as their "Front Office Group" (FOG) and provide this information to the N2 Directorate Tasking Coordinator (N2 DTC). Within this group, an Organization Central Task Coordinator (OCTC) will be designated. The N2 DTC will discuss an organization's Tasks primarily with the OCTC. To the fullest extent possible, the N2 DTC will contact the OCTC to ascertain the status of Tasks; the same should apply regarding communication between the organization and the N2 Front office. This practice should prevent the inefficiency of the N2 DTC and OCTC having to contact various personnel on multiple levels regarding a Task.

The aforementioned FOG will receive an email notification to indicate a Task has been issued. It is anticipated that an organization's FOG will include the Division Head, Deputy Division Head, a civilian Administrative Assistant and/or military personnel in an administrative rating (i.e. CTA, YN, etc.). As in the case of the Office of Naval Intelligence, the FOG would include the Directorate Head charged with monitoring Tasks.

The establishment of an OCTC does not preclude an organization from designating additional personnel to assist in tracking and updating Tasks. For larger organizations, it is highly recommended that more than one Administrative Assistant be designated to track Tasks.

Rule 2: Congressional Information Management System (CIMS) Tasks.

a. The identical working and administrative oversight that governs N2s execution of Tasks in the HQ Web TV3 system will be applied to CIMS Tasks.

1) CIMS Tasks will be sent to the organization's Front Office Group.

2) Only the N2 DTC can mark a CIMS Task as complete at the Directorate level.

b. To establish a CIMS Account, personnel must visit the following website: http://donpico.hq.navy.mil/cims.nsf/

c. The CIMS Administrator will contact the N2 DTC or the Flag Secretary to seek final approval for establishing the CIMS account and the level of access given. The three levels of CIMS access are

Full: Member will receive an email notification indicating the N2 Directorate has been issued a CIMS Task. The member can also input responses to the system.

Submittal: The member has all of the same access as Full with the exception of the email notification.

View: The member can search and review current and previous submissions, but can not take any action.

The default level of access given to N2 personnel will be Submittal.

Rule 3: Timeline for routing incoming Tasks. As a general rule, the N2 Directorate Tasking Coordinator (N2 DTC) will forward incoming Tasks to an organization the same day it is received. Instances wherein the N2 DTC is attempting to obtain legible attachments or clarity on the desired end-product/response will be exceptions to this routine.
Related CTTA Business Rule: #7 – TASKER NOT MINE

Rule 4: Returning a Task to be reassigned to another Organization. Sometimes a Task is routed to the wrong organization for staffing and should have gone to another. Organizations have one (1) workday to communicate via email to the N2 DTC to communicate that a Task appears to be incorrectly assigned. If the correct or appropriate organization is known (OPNAV or non-OPNAV), provide this information in the email. A brief explanation why the Task should be redirected must be included in order to get the Task redirected.
Be advised - your re-clame does not mean adjudication by the Tasking Authority will go in your favor; your organization could be required to maintain cognizance of the Task.

If the determination that a Task may be incorrectly assigned occurs **after** the aforementioned one (1) workday, your organization will be required to contact the appropriate one that should have cognizance and "sell" the Task to them. Formal acceptance of the Task will be documented in an email between the two organizations. A copy of the email that shows acceptance of the Task by the new organization will be forwarded to the N2 DTC. The N2 DTC will input a comment in the Discussion Thread summarizing the transition and upload the email in the Working Document section.
Related CTTA Business Rule: #7 - TASKER NOT MINE

Rule 5: Classification Marking in the subject line of SIPRNET TV3 Task. To facilitate the situational awareness of all concerned, a classification marking will be added to the end of the subject line for every Task inputted into SIPRNET TV3. The classification marking is not intended to highlight the classification of the contents therein, but instead to highlight the classification of the subject itself. See SECNAVINST 5216.5 series and OPNAVINST 5510.36 series for additional guidance on classification markings for other documents that will be attached to the proposed or final response.

Rule 6: **Responsibilities of the Lead.** The Lead organization is responsible for ensuring every facet of the response is ready to be forwarded. This includes but is not limited to:

- Correct format of the deliverable product
- Coordination with other entities that may have equities in the issue.
- Uploading the deliverable action product using the appropriate Microsoft Office software.
- Scanning and uploading associated background correspondence used to support the proposed response or final response. PDF format is the expected standard.
- Ensuring the chop chain below their respective level is marked accordingly.

Rule 7: **Changing the Lead.** Only the N2 Front Office will change the Lead to a different organization. An organization may change the Lead to assign the task to an Action Officer under its cognizance.

Rule 8: **Updating the Coordination and Coordination Status Block.** When assigned the action of Coordination on a Task, provide your input to the Lead. After your input is provided to the Lead's satisfaction, remove your organization from the "Assignments and Chop Chain" section. Additionally, indicate the action your organization has taken by toggling to the appropriate response provided in the "Coordination Status" Section.
Related CTTA Business Rule: #6 - MULTIPLE COORDINATIONS

Rule 9: **Updating the Discussion Thread.** The Discussion Thread is the section that will be used to document various actions affecting the Task. As a guide, information should be included that will be useful for later reference on how the response evolved. Comments regarding the hard copy of the package being hand-delivered, the chop block being changed to incomplete (to include the reason why), and approval or disapproval of an extension are a few examples of what should be annotated in the Discussion Thread.

Because the Discussion Thread section does not generate an automatic email notification to the N2 DTC, organizations will not input a suspense date extension

request in the Discussion Thread section. As indicated in Rules 21 and 22, extension requests will be sent via email to the N2 DTC or the appropriate OPNAV code.
Note: In view of the wide audience that has visibility into the Task System, comments must be professional and of a non-inflammatory or controversial nature.

Rule 10: Changing the status of a Task from Complete to Incomplete. When any level of the chop chain makes the assessment that a response is not ready to be forwarded or the response is incomplete, the lower level chop marks will be changed to Incomplete (unchecked). Changing the chop blocks to incomplete will be executed to the appropriate level of the organization that needs to rework the response. The individual (or designated representative) changing the status to Incomplete must do the following: 1) Via telephone, attempt to contact the Action Officer or organization that needs to rework the package to discuss the problem(s); 2) In the Discussion Thread section, input a brief explanation outlining why the Task was marked incomplete.
Note: In view of the wide audience that has visibility into the Task System, comments must be professional and of a non-inflammatory or controversial nature.

Rule 11: Multiple Coordinations. In many instances, Tasks require coordination by multiple organizations prior to the package being routed for final approval or signature. Organizations listed as Coordination will remove themselves from the Coordination area of the Assignments and Chop Chain section of a TV3 Task after submitting their input to the Lead. Prior to removing, the Action Officer should discuss the input with the Lead to ascertain if the information being provided is sufficient. If the Lead later determines that an organization's Coordination role is incomplete or additional information is needed, the Lead will add you back into the Task in a Coordination role. The Lead will discuss the shortfall or additional information needed via phone, in person, or email and follow-up with a comment in the Discussion Thread section.
Related CTTA Business Rule: #6 - MULTIPLE COORDINATIONS

Rule 12: Reassignment of a Task due to the transfer or a lengthy temporary additional duty assignment of the Lead Action Officer. Each OCTC is responsible for reassigning an active (open) Task within their organization when the assigned Action Officer transfers. Additionally, the OCTC will confer with their leadership to ascertain the need to reassign a Task when the Action Officer's return from a period of TAD ends shortly before or after the suspense date of their assigned Task.

Rule 13: Providing a copy of the response in a Reply-Direct Task. The response to a "Reply-Direct" Task will be uploaded to the "Final Response" or Working Document area. Albeit verbal replies are accepted by various organizations for Reply-Direct Tasks, they must be combined with an email or standard Navy Letter for historic archive purposes. This facilitates the N2 Front Office in defending the position that a Task was completed. The email or standard Navy Letter will be from the organization listed as Lead to the intended recipient of the information. The Lead organization will upload a copy of the response to the Final Response section (if N2 is listed as the single action code) or Working Documents section (if N2 is listed as one of many Coordination organizations).

The N2 DTC will upload the response for those Tasks that will be responded to by the N2 Front Office. The Lead organization's proposed response will be utilized.

Rule 14: Responding to Information Task. Information Tasks are forwarded when it's the sense of the Front Office an organization has an actionable item or equities in the issue, or should coordinate with the Lead in order to defend the interests of the Naval Intelligence. A response to an Information Task is required. The response will be inputted to the Discussion Thread section, and speak to whether or not N2 or Naval Intelligence has equities in the issue.

Rule 15: Naming files. OPNAV's Tasking Authority (Consolidated Tasking and Tracking Authority – CTTA) has instituted Naming Rules that will be used when uploading files in the TV3 system (TV3 Business Rules, Rule 4 (dated 22 Aug 02)). These naming rules must be employed. File names will be constructed using the following basic rules:

- Use only numbers and upper case letters with no spaces or characters other than the underscore or hyphen
- File names should clearly indicate the type of document (e.g., ESM, Award Citation, a particular version like "OLA Chop") and the subject of the document.

Examples are provided below:

ESM-MANPOWER_INITIATIVES.txt
ESM-ENCL2-SUMMARY_OF_2002_RECRUITING.doc
DRAFT-PROPOSED_SN_RESPONSE_MANPOWER_INITIATIVES.doc
1650-SMITH.pdf
SOA-SMITH.doc
CITATION-SMITH.txt

Rule 16: Marking a Task as "Complete" at the N2 Directorate level. Only the N2 DTC or N2 Front Office Group will closeout a Task as complete at the Directorate level. When a Task is marked complete, the Deliverable Action Product must be included in the Task Package. If not, the Task will be marked incomplete and return to the Lead organization.

Rule 17: **Marking a Task as "Complete" at the Organization Level.** Each organization will employ whatever policies deemed necessary to ensure their pre-designated personnel mark a Task as complete at their level.

To change the personnel who are authorized to mark a Task as complete at the organizational level, send an email to the N2 DTC, cc the N2 Flag Secretary. Unless otherwise indicated, this change will apply to an organization's SIPRNET **and** NIPRNET TV3 Tasks.

Rule 18: **Attaching Files**. File names will be as prescribed in Rule 10. The following provides guidance on where documents may be attached:

- TASKER PACKAGE
  - Only the original task will be attached under this heading
  - A revision of the same task may be added

- FINAL RESPONSE
  - Given the current limitation of three files in the area, the following may be attached in this:
  - The actual final response will be here prior to closing out the task.
  - The proposed final response in editable form until the final response is signed
  - The ESM
  - Note: Earlier versions of documents in this area will be deleted. Whether routing a package electronically or in paper form, the documents in this and the Task area would be those that you would see in a paper package.

- WORKING AREA (drafts, references)
  - -Attachments (numbered accordingly; attachment_1, attachment_2, etc
  - -Chops
  - -Drafts
  - -References

Related CTTA Business Rule: #5 - ATTACHING FILES IN TV3.

Rule 19: **Advance notification of late responses**. Contact the N2 DTC two (2) workdays prior to the suspense date when it is known that the response cannot be provided on time. Organizations will also input a comment in the Discussion Thread section to briefly capture the circumstances surrounding the delay.

Rule 20: **Feedback on Overdue Tasks.** The status of an overdue Task will be provided to the N2 DTC on a daily basis until the response is forwarded to the Tasking Authority or the N2 Front Office (as applicable). When an organization knows the response will be ready in the near future (2 work days or less) the OCTC will communicate this to the N2 DTC via phone. This will preclude unnecessary phone calls for a status update. Organizations will send an email to the N2 DTC for Tasks that will be late 3 days or more. The email must state why the Task response will be late and the anticipated date of completion.

Rule 21: <u>Requesting an extension for a Task initiated within N2</u>. An Action Officer may request an extension directly from the N2 DTC. The request will be made via email, with the OCTC cc'd to facilitate situational awareness. Requests for extension will include the reason for the extension and specify the exact amount of additional time needed. The N2 DTC will provide a response in one (1) workday.

Rule 22: <u>Requesting an extension for a Task generated outside of N2</u>.

a. **<u>Generated by N1, N3/N5, N4, N6/N7 or N8</u>**. The organization's Action Officer can go directly to these directorates to request a suspense date extension. If approved, the extension must be documented via an email between the individuals involved. Once a response is given, the Action Officer will forward the email to the N2 DTC. The N2 DTC will upload the email into the Working Area of the Task package and input comments to indicate if the extension was approved or disapproved in the Discussion Thread section.

b. **<u>Generated by DNS, VCNO, CNO, JCS (JACO), SECNAV, or SECDEF</u>**. The N2 DTC will broker requests for suspense date extensions when the Task originated from or the response will be sent to these organizations. The organization listed as Lead will send an email to the N2 DTC requesting an extension. The request will include the reason the extension is needed and the specific amount of additional time needed. If approved, this extension will be documented via email between the N2 DTC and the individual who approved the extension. The N2 DTC will inform the requesting organization whether or not the request was approved or disapproved, upload the email response for the extension into the Working Area, and input a comment in the Discussion Thread section capturing the outcome of the request.

All steps will be taken to get a response for an extension of a Task generated outside of N2 in one (1) work day, however, this may not be possible when considering the availability of the appropriate person to approve the request.

Rule 23: <u>Weekly Reports provided to an Organization's Leadership</u>. The TV3 system is capable of printing all Tasks that an organization is responsible for. The N2 DTC will provide an organization's leadership with a report that indicates what SIPRNET and NIPRNET TV3 Tasks are overdue. <u>This service does not eliminate the need for an organization to produce a similar report</u>. <u>OCTCs are strongly encouraged to develop a process to facilitate their leadership situational awareness on a regular basis regarding overdue and upcoming Tasks</u>.